



CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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| DEPARTMENT: | CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD | RELEASE DATE: | Wednesday, December 9, 2009 |
| POSITION TITLE: | CHIEF DEPUTY DIRECTOR | FINAL FILING DATE: | Tuesday, December 22, 2009 |
| CEA LEVEL: | CEA 4 | EXTENDED FINAL FILING DATE: | |
| SALARY RANGE: | \$ 9,018.00 - \$ 9,939.00 / Month | BULLETIN ID: | 12082009_1 |

POSITION DESCRIPTION

DUTIES/RESPONSIBILITIES Under the direction of the Executive Director, the Chief Deputy Director will manage the organizations' implementation of initiatives and programs designed to implement the Integrated Waste Management (IWM) statutes and the CIWMB's Strategic Directives; ensure the organizations' compliance with Board Governance Policies, and State standards, and guidelines; serve as technical advisor to Board Members and Advisors; provide technical support and oversee the implantation of Executive Office management initiatives; and assist in ensuring accountability for performance in all functions. The incumbent will work to align and integrate highly differentiated organizational unit toward a common strategic direction; foster a team environment and promote cross-functional coordination and integration of the program activities and cooperation; work in partnership with the regulated and environmental community to achieve the Board's mission; and work to streamline the Board's core organizational processes to achieve efficiencies in its operational and to meet constituent and Board member requirements. In addition, the incumbent will meet with officials of other public agencies, site operators and owners, landfill disposal researchers, California manufacturing industry executives, legislative representatives, private sector, and the general public concerning continuous improvement of Board programs and policies.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as

defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Communication – Has a clear expression of ideas, thoughts, and expectations and is an active and empathic listener. Understands that people process information differently; takes initiative to build and maintain relationships; and seeks and understands cultural difference.

Creativity and Innovation – Applies new ways of thinking, ability to solve problems, create new ideas, and develop new approaches to achieve the Board's mission.

Credibility and Integrity – Has a true desire to build credibility. Models high standards of honesty, integrity, trust, openness, and respect of individuals. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.

Staff Development – Recognizes that people are the Board's most valuable resource. Can identify and define needs of the Board, attract appropriate candidates, evaluate, and select the most qualified for vacant positions. Takes the time to develop and encourage staff to achieve full potential.

Teamwork – Cooperates to achieve the Board's mission, goals, and values and encourage diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.

Vision – Understands the context and mission of the Board, both internally and externally. Has an awareness of the Board's critical issues, anticipates and influences the future. Has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CHIEF DEPUTY DIRECTOR**, with the **CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The position exists in the headquarters office located in Sacramento. The examination process will consist of a standard State application (STD 678), and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate the candidate's education and experience as they relate to the "Desirable Qualifications" listed on this bulletin, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. Therefore, it is to the candidate's advantage to invest the time and effort to completely describe relevant knowledge, skills and abilities. Failure to demonstrate sound organizational structure, clarity, and correct mechanics, e.g.,

spelling, grammar and punctuation, will result in disqualification of the candidate's Statement of Qualifications. All candidates will be ranked competitively and notified of examination results. The results of this examination may be used only to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained. However, the CIWMB may elect to consider new applicants in addition to those previously screened. Based on the screening committee's evaluation of the competitive group, interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD, Human Resources Office
P.O. Box 4025, MS 19A, Sacramento, CA 95812-4025
Jolene DeLany | (916) 341-6097 | jdelany@ciwmb.ca.gov

ADDITIONAL INFORMATION

FILING INSTRUCTIONS Submit the following: • Standard State application (STD 678) that clearly addresses candidate's experience and job titles, names and addresses of employers, periods of employment, and education relevant to the minimum qualifications.

- Statement of Qualifications that provides a concise description of the candidate's achievements and experience including specific examples of the candidate's knowledge, skills and abilities and potential as they relate to the "Desirable Qualifications" factors listed on this bulletin. The Statement of Qualifications is intended to supplement the application, not to duplicate it.
- The Statement of Qualifications should be typed with a font no smaller than 10 pitch and must not exceed two pages in length. Completion of the Statement of Qualifications is **MANDATORY**. Failure to submit a completed Statement of Qualifications with a State application (STD 678) will result in elimination from the examination.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list.

Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>